

BULLYING, HARASSMENT OR INTIMIDATION REPORTING FORM

Today's date: _____ / _____ / _____ School: _____

PERSON REPORTING INCIDENT Name: _____

Telephone: _____ Email: _____

Place an **X** in the appropriate box:

- Student
- Student (Witness/Bystander)
- Parent/guardian
- Close adult relative
- School Staff
- Other

1. Name of student victim: _____ (Please print)

2. Age: _____ Grade: _____

3. Name(s) of alleged offender(s) (If known): (Please print) Is he/she a student? (if known)
 _____ Yes No
 _____ Yes No
 _____ Yes No

4. On what date(s) did the incident happen? (month/day/year) _____ Time of incident: _____

5. Place an **X** next to the statement(s) that best describes what happened (choose all that apply):

- Any bullying, harassment, or intimidation that involves physical aggression
- Getting another person to hit or harm the student
- Teasing, name-calling, making critical remarks, or threatening, in person or by other means
- Demeaning and making the victim of jokes
- Making rude and/or threatening gestures
- Excluding or rejecting the student
- Intimidating (bullying), extorting, or exploiting
- Spreading harmful rumors or gossip
- Electronic Communication (specify) _____
- Other (specify) _____

6. Where did the incident happen (choose all that apply)?

- On school property
- At a school-sponsored activity or event off school property
- On a school bus
- On the way to/from school

7. What did the alleged offender(s) say or do?

(Attach a separate sheet if necessary)

8. Why did the bullying, harassment or intimidation occur?

(Attach a separate sheet if necessary)

9. Did a physical injury result from this incident? Place an **X** next to one of the following:

- No
- Yes, but it did not require medical attention
- Yes, and it required medical attention

10. If there was a physical injury, do you think there will be permanent effects? Yes No

11. Was the student victim absent from school as a result of the incident? Yes No

If yes, how many days was the student victim absent from school as a result of the incident? _____

12. Did a psychological injury result from this incident? Place an **X** next to one of the following:

- No
- Yes, but psychological services have not been sought
- Yes, and psychological services have been sought

13. Is there any additional information you would like to provide?

